

# Retention and Classification Report

**Agency:** Department of Human Services. Division of Aging and Adult Services (2)  
195 North 1950 West  
Salt Lake City, UT 84116  
801-538-3910

**Records Officer** Nels Holmgren

01264	Administrative records
25628	Annual Governor's Centenarian Celebration records
83851	Annual reports
19391	Chronological files
19080	Contract files (AAA's)
17234	District contract files
10154	Executive correspondence
25192	Financial information network (FINET) reports
01307	Grant project files
10155	Information memorandums and program instruction records
17864	Investigation files
17229	Ombudsman case files
83098	Ombudsman master complaint log
00132	Policy and procedures manuals
00127	Publications
10707	State board meeting records
22927	Training aids (Adult Protective Services)
10248	Travel and transportation files

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 1264

3

**TITLE:** Administrative records

**DATES:** 1963-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records are administrative policy and program documents.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 25628

3

**TITLE:** Annual Governor's Centenarian Celebration records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series contains records created or collected by the agency in putting on the Governor's Centenarian Celebration. The celebration is held annually to honor members of the Governor's Century Club of Utah, which is made up of Utah citizens who are 100 years old or older. Records in the series document centenarians in Utah as well as documenting the annual celebrations. Records include data pertaining to Utah's seniors aged 100 and over, guest lists, celebration invitations and agendas, newspaper articles, obituaries, and other related documents and information.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 25628

**TITLE:** Annual Governor's Centenarian Celebration records

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of the records as documentation of the annual Governor's Centenarian Celebration, as well as documenting Utah citizens who have lived to the age of 100.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 83851

3

**TITLE:** Annual reports

**DATES:** i 1961-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Division of Aging and Adult Services' Annual Report outlines the agency's structure and function, concluding with reports on specific programs. The report serves as a general source of information on the division's projects and progress as well as suggestion for future improvements and developments.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 11/17/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 10 years and then delete.

Computer data files: Retain in Office for 10 years and then delete.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 83851

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in the functions of the Council on Aging and the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 19391

3

**TITLE:** Chronological files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are generated by program and fiscal staff personnel in response to letters written to the Division of Aging and Adult Services. They are generated through the executive director's office.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 03/26/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 11 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 19391

**TITLE:** Chronological files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 19080

3

**TITLE:** Contract files (AAA's)

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by contractor surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Files which document transactions of more than \$10,000 and construction contracts exceeding \$2,000. The files include contract, requisition, purchase order and lease records, correspondence and related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 5.

**AUTHORIZED:** 08/19/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after contract termination or completion and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 19080

**TITLE:** Contract files (AAA's)

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 17234

3

**TITLE:** District contract files

**DATES:** 1984-

**ARRANGEMENT:** Alphanumerical by district, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a complete record maintained on each provider that has service contracts with this Division. Each provider is subject to an annual review to ensure that division policy and federal guidelines are followed.

This series includes: Follow-up Financial Management Review; Results and Recommendations; Follow-up Action Needed; Program Instructions; Financial Status Report; Comprehensive Financial Management Review; Annual Adult Requirements; Funding Formula; Financial Training; Annual Evaluations; Area Plan; Fiscal Reviews; Case File Reviews; tally sheet; On-Site Client Survey; goals and objectives; Bylaws; Fact Sheet; Resolutions, Narrative Overviews; Fiscal Management Assessment; Verification of Intent; Problem Statement; type of services provided; public hearing information; Results and Recommendations; Program Instructions; and related correspondence.

**RETENTION:**

Retain 5 years after closure.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after date of closure of

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 17234

**TITLE:** District contract files

(continued)

corresponding 2 year plan and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10154

3

**TITLE:** Executive correspondence

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/31/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 25192

3

**TITLE:** Financial information network (FINET) reports

**DATES:** ca. 1995-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, and accounting reports; and bank reconciliations.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

**AUTHORIZED:** 11/03/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until fiscal year is ended and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 1307

3

**TITLE:** Grant project files

**DATES:** 1967-

**ARRANGEMENT:** Chronological by date, thereunder alphabetical by grant name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

**AUTHORIZED:** 08/26/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until grant has expired and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 1307

**TITLE:** Grant project files

(continued)

**APPRAISAL:**

Administrative Fiscal

These records have administrative and fiscal value as part of the agency's budget.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10155

1

**TITLE:** Information memorandums and program instruction records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document instructions from the Federal Government to Human Services directors about new information concerning federal laws that affect Aging and Adult Services. They include information on changes in the Older American Act, new regulations and policy changes that require adoption and implementation by state agencies. This information is used by the staff and chief executive officers of the Department of Human Services, Division of Aging and Adult Services.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10155

**TITLE:** Information memorandums and program instruction records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 17864

3

**TITLE:** Investigation files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by region, thereunder by client surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document Adult Protective Service investigations completed as a result of a referral alleging abuse, neglect or exploitation of a disabled or senior adult. Information includes birthdate, names, addresses, court documents, medical reports, guardianship orders, referrant names, perpetrator and victim information, and investigation results.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy provided no pending litigation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy provided no pending action or litigation.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 17864

**TITLE:** Investigation files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008) Contains medical, psychiatric, and psychological data

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 17229

3

**TITLE:** Ombudsman case files

**DATES:** 1981-

**ARRANGEMENT:** Numerical by sequence number, thereunder chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This series is a record of reported abuse received and resolved which relate to elderly residents of long term care facilities in Utah. The Ombudsman has the authority to investigate a facility regarding practice, policy and procedure of any facility when they have reason to believe it affects, or may affect, the health, safety, and welfare, or the civil and human rights of any elderly resident.

This series includes Long Term Ombudsman Complaint Intake Form, Complaint Disposition Form, Findings and Recommendations, Complaint Contract Record/Case Log, related correspondence, file number, date filed, staff member receiving complaint, how the form was received (mail, person), relationship to resident/facility, name of agency/facility, administrator, source of payment (private, medicaid, etc.), nature of the complaint, category, Information Release Form, referral to another agency, verification of complaint, report of investigation, date and status of follow-up, brief description of complaint, findings of the investigation, and conclusions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after date of closure and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no litigation is pending.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 17229

**TITLE:** Ombudsman case files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

Retention of records is based on an agreement with the Department of Health. Outline of prohibited disclosures is listed in UC 62A-3-208. Violation of any of these provisions shall constitute a class B misdemeanor.

Previous decision: permanent.

**PRIMARY CLASSIFICATION:**

Private UC 62A-3-207. Section 307 of the Older Americans Act.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 83098

3

**TITLE:** Ombudsman master complaint log

**DATES:** 1978-

**ARRANGEMENT:** alphabetical by facility, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an administrative record used by the Ombudsman agent to locate a record, quick reference, compile statistical reports, and in the preparation of state and federal reports. This series includes coded information in regards to the file number, how complaint was received, relationship of accused, facility name, payment code, facility type, class, category, referral date, resolved, follow-up date, and date of closure.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 83098

**TITLE:** Ombudsman master complaint log

(continued)

**PRIMARY CLASSIFICATION:**

Public                      name of facility, complaints filed (yes/no response)

**SECONDARY CLASSIFICATION(S):**

Controlled.                      charges and complaints, client information



**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 132

3

**TITLE:** Policy and procedures manuals

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The Policy and Procedures Manuals focus on the requirements and regulations of the agency.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 132

**TITLE:** Policy and procedures manuals

(continued)

**APPRAISAL:**

Administrative Historical

Disposition based on value of manuals in documenting Human Resources' policies and procedures for the agency and state government.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 127

3

**TITLE:** Publications

**DATES:** 1967-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains reports of Division of Aging and Adult Services activities from the previous year with information pertaining to agency activities, agency staff, aging, adult services, planning, elderly, nursing homes, legislation, and fiscal and financial operations.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/16/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 127

**TITLE:** Publications

(continued)

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10707

3

**TITLE:** State board meeting records

**DATES:** 1961-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by a committee, conference, or board, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting, minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 10.

**AUTHORIZED:** 08/25/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value to researchers interested in the actions and functions of Utah State Governmental entities.

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10707

**TITLE:** State board meeting records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 22927

3

**TITLE:** Training aids (Adult Protective Services)

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

One copy of each syllabus, manual, textbook, and any other training materials created by the agency.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 48.

**AUTHORIZED:** 05/11/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 22927

**TITLE:** Training aids (Adult Protective Services)

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10248

3

**TITLE:** Travel and transportation files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/28/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on

**AGENCY:** Department of Human Services. Division of Aging and Adult Services

**SERIES:** 10248

**TITLE:** Travel and transportation files

(continued)

**PRIMARY CLASSIFICATION:**

Public